

## IC Memorandum 14-20



**To:** KEHP Insurance Coordinators (ICs)  
**From:** Department of Employee Insurance (DEI)  
**Re:** Ceridian WebQe  
**Date:** July 28, 2014

We are pleased to announce effective immediately, Insurance Coordinators are no longer responsible for entering COBRA qualifying events into Ceridian WebQe. Ceridian has deactivated all access ICs currently have to WebQe.

We worked with the KHRIS team and Data Analysis team to streamline the process and send a file directly from KHRIS to Ceridian.

This change makes it even more important that you enter all terminations into KHRIS in a timely manner, as this is the first step to send a record to Ceridian.

With this change, ICs do not need access to the Ceridian site, as we are sending new hires and qualifying event terminations on a nightly file.

